

INSTRUCTIONS FOR COMPLETING AN ASSEMBLY APPLICATION

DEAR APPLICANT:

Attached for your use is the current permit application for public assemblies. This form contains many important items of information for which the applicant will be responsible. Hence, **it is important that the applicant review all information.** A few comments are listed below that should help the applicant through the approval process.

Please note, if your event is to occur within the downtown area (generally the area bounded by Williamson Road to the east, 6th Street, SW to the west, the Roanoke Civic Center to the north and the Roanoke River to the south), please contact EventZone at 342-2640 Ext. 229 for completion and processing of this assembly permit application. EventZone provides guidance and resources for all events occurring in the downtown area.

1. If the event involves the use of a City of Roanoke park, plaza or other public property, the applicant must contact the Parks & Recreation Department at 210 Reserve Avenue, S.W. Roanoke, VA 24016 – telephone 853-2236 to reserve such a location and submit the assembly permit application.

2. Completely fill out all sections of the application. If a question is not applicable, fill in the blank with “NA” (not applicable).

3. Sign and date the application. Application will be returned if not signed and dated.

4. Applicants are strongly encouraged to submit their application at least fifteen (15) business days prior to the proposed date of the public assembly.

5. Your public assembly may require a certificate of insurance. Please contact our Risk Management Officer, 215 Church Avenue, S.W. (Room 506) Roanoke, VA 24011 – telephone 853-1856, first to discuss the details of your event.

6. Please forward the application to: **Public Works Service Center
Transportation Division/Traffic Engineering Office
1802 Courtland Road, N.E.
Roanoke, VA 24012**

A copy of the approved assembly permit will then be returned to the applicant and must be readily available at the assembly. Thank you for your interest in conducting a public assembly. If there are any questions, please don't hesitate to contact 853-2385.

PERMIT APPLICATION

Parade, Assembly, Gathering, Block Party, Distance Run or other Public Assembly on city streets, alleys or sidewalks or other public property or in City Parks

Event Zone Use only:

Check here if permit
originated at Event
Zone ☐

For City Use only:

Date Received:

APPLICANT INFORMATION

1. Applicant: Name: _____ Phone Number: _____
Fax# _____ Cell Phone Number: _____
Local Address: _____ Zip Code: _____
Permanent Address: _____ Zip Code: _____
E-mail Address: _____
Title if representing an organization: _____
2. Organization Represented by Applicant (If Applicable):
Name of Organization: _____ Phone Number: _____
Local Address: _____ Zip Code: _____
3. Organization or Person to be authorized by the permit to parade or assemble (if different from No. 2 above):
Name: _____ Phone Number: _____
Local Address: _____ Zip Code: _____
4. Person in Charge of Public Assembly during Public Assembly:
Name: _____ Phone Number: _____
Fax #: _____ Cell Phone Number: _____
Local Address: _____ Zip Code: _____
E-mail Address: _____
5. Public Assembly Background
 - a. Name of Public Assembly (used for file identification): _____
 - b. Description of Public Assembly Activities: ☐ Block Party ☐ Parade, Distance Run, or Walk
☐ Festival ☐ Family Reunion or Company Picnic
☐ Other _____
 - c. Is the City of Roanoke a sponsor of this event?
(Check One) ☐ Yes ☐ No

EVENT INFORMATION

6. On what date(s) will the Public Assembly occur? _____
7. What are the hours of the actual event? _____
Will the Public Assembly require any assembly time prior to the actual event and/or disassembly time after the event? _____ If so, what are those hours? _____
8. How many people do you anticipate will take part in the Public Assembly? _____
9. If the Public Assembly will occur **only** in a street or alley, or on a sidewalk, please skip to No. 10. Otherwise, if the Public Assembly will occur, at least in part, in a park or on other public property, please continue with the next question.

Rev. 12/02/08

- a. In what park, or on what public property, will the Public Assembly assemble and occur?

If the Public Assembly involves the use of a City of Roanoke park, greenway or plaza, the applicant must obtain advance approval from the Director of Parks & Recreation, or the Director's designee, at (540) 853-2236. For availability of parks and plazas in the downtown area, applicant should call EventZone at 342-2640.

- b. Where in the public park or other public property will the Public Assembly assemble and occur?

(Please attach maps or diagram)

- c. Will the Public Assembly need to use a park pavilion, stage, athletic field, greenway or other publicly owned facility?

(Check One) ☐Yes ☐No

If yes, there may be a user's fee or set-up fee for you to pay. Please identify the facility_____ and call either EventZone at 342-2640 if the event is downtown or call Roanoke Parks and Recreation at (540) 853-2236 if the event is outside of downtown and make arrangements for reservations of the public facility.

- d. Will amplified sound be used during the Public Assembly?

(Check One) ☐Yes ☐No

If yes, what type and during which hours will amplified sound be emitted?: _____

- e. Will the Public Assembly use a tent or other temporary structure?

(Check One) ☐Yes ☐No

If yes, and depending upon the size, you may need to obtain a building permit from the Department of Planning, Building and Development. Please call (540)853-1090 for more information.

- f. Will the Public Assembly require access to electricity?

(Check One) ☐Yes ☐No

If yes, you must contact the Facilities Management Division (540) 853-2042. Please note that most available electric outlets are 20 amps. Be prepared to identify the number of outlets you need to support your event and whether your event requires 220V. It may be necessary for the applicant to furnish a generator to provide a source for electricity. If the City is able to provide electricity, there may be a fee in connection with such services and, depending upon the level of services needed, you may need to allow for additional time for the arrangement of City personnel for such tasks.

- g. Will the Public Assembly require access to public water?

Check One) ☐Yes ☐No

Please note, that the City cannot guarantee that public water is available at all locations.

10. If the Public Assembly will occur in a street or alley, or on a sidewalk, for at least a portion of the Public Assembly, you must contact the Transportation Division of the Department of Public Works (540) 853-5834 at which time you will need to determine whether barricades will be necessary and, if so, at what cost to you or your organization. Finally, please attach a map which clearly shows the route of the Public Assembly and continue with the next question.

- a. Will the Public Assembly include motor vehicles?

(Check One) ☐Yes ☐No

If yes, how many and of what type?_____

- b. What type of animals, if any, will be in the Public Assembly?_____

- c. What will be the maximum and minimum speed of the Public Assembly?_____

d. What will be the approximate interval of space to be maintained between units of the Public Assembly?

e. Will it be necessary to barricade any streets to allow the Public Assembly?

(Check One) ☐Yes ☐No

If yes, the map which you must attach to this application must show the locations of all needed barricades. If City personnel are to deliver, erect or retrieve needed barricades, there may be a fee for which you or your organization will be responsible. You should allow ten (10) business days, if City personnel will be needed to deliver, erect or retrieve the needed barricades.

f. Will the Public Assembly require a police escort at the head of the Public Assembly?

Check One) ☐Yes ☐No

11. Will the Public Assembly generate any trash or recyclables?

(Check One) ☐Yes ☐No

If yes, please identify how trash and recyclables will be collected and removed.

12. Does the applicant represent an organization which has commercial general liability insurance, or an organization which will be charging a fee for participation in the Public Assembly, selling or giving away food or beverages to the general public at the Public Assembly, or setting up a booth, stage or other temporary structure in the public right-of-way, in a public park, or on public property?

(Check One) ☐Yes ☐No

If yes, the applicant must contact the Office of Risk Management (540) 853-1856 for insurance instructions,

13. Has the applicant met with the Chief of Police, or his designee, and reviewed all issues relating to the general public health, safety and welfare?

(Check One) ☐Yes ☐No

APPLICANT'S SIGNATURE

14. By executing this application, I affirm that I am at least eighteen (18) years of age. I understand that a Public Assembly Permit confers no special privilege contrary to existing law. In addition, I agree to abide by the Conditions of Permit (page 4 of this application) as well as any additional conditions required by the Public Assembly Permit when it is issued. Further, I agree to provide proof of notification, in form acceptable to the Director, of all businesses or residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.

Signed: _____

Date: _____

Copy:

- Applicant
- City Manager
- Communications – E911
- Coordinator, Emergency Management
- Fire Chief
- Library
- Office of Risk Management
- Superintendent of Parks Maintenance
- Police Chief
- Parks & Recreation – Administration
- Valley Metro
- Police Department, Patrol Division
- Building Maintenance (if electrical service needed)
- Downtown Roanoke, Inc. (if event is in the Downtown Area
- Event Zone

Applicant: Please return completed application to:
Public Works Director, City of Roanoke
1802 Courtland Road, N.E.,

Conditions of all Public Assembly Permits

Each Permit shall be conditioned upon the following:

- (1) The degree of amplification of sound to be emitted from sound trucks or bull horns shall be fixed and not variable. No amplified sound may be emitted from sound trucks or bull horns within one hundred fifty (150) feet of hospital buildings in which medical treatment or care is provided.
- (2) No Public Assembly accompanied by noise which disturbs, or tends to disturb, the peace or good order of a primary or secondary public school, or class being held therein, may be conducted within one hundred fifty (150) feet of any primary or secondary public school building while the school is in session, one-half hour before the school is in session, and one-half hour after the school session has been concluded.
- (3) Applicant shall notify businesses that have an approved Outdoor Dining Permit and which will be affected by this Public Assembly at least 30 days in advance of the first day of the Public Assembly.
- (4) No Public Assembly may be in front of, or directed at, a single residence.
- (5) The rate of speed of the Public Assembly shall be fixed, and not variable, except when reasonably required for the safe and orderly conduct of the Public Assembly.
- (6) No Public Assembly may unduly disrupt pedestrian or vehicular passage.
- (7) No Public Assembly may avoid disrupting pedestrian or vehicular passage by encroaching upon private property.
- (8) No Public Assembly may touch, or unduly disrupt, pedestrians or motor vehicles ingressing to, or egressing from, any building or private property.
- (9) No person over the age of 16 years may wear a mask, hood or other device so as to conceal the identity of the wearer in violation of §18.2-422 of the Code of Virginia (1950), as amended.
- (10) All materials used in the construction of floats used in any Public Assembly shall be fire-retardant materials and shall be subject to such requirements covering fire safety as may be determined by the Roanoke Chief of Fire-EMS. Such requirements shall be conveyed, in writing, to the Applicant within five (5) business days of the issuance of the Application for Permit.
- (11) The Applicant shall retain at least one copy of the Permit at the location of the Public Assembly or at the head of the Public Assembly, if the Public Assembly is a parade or march.
- (12) The Applicant shall be responsible for notifying as soon as possible all businesses and residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.
- (13) No Public Assembly may be conducted in such a way that it violates any ordinance of the city, any law of the Commonwealth of Virginia, or any law of the United States.
- (14) No person conducting or participating in a Public Assembly may deviate from, or alter, any of the terms, conditions or contents of an Application for Permit or a Permit.
- (15) No person conducting or participating in a Public Assembly may deface, alter, mark or paint any public property, street or sidewalk.
- (16) Failure, or refusal, by the Applicant, or by any participant in a Public Assembly, to abide by the conditions of a permit or the terms of a Permit shall be grounds for revocation of the Permit.
- (17) Failure, or refusal, by the Applicant, or any participant in a Public Assembly to abide by the conditions of a Permit, or the terms of a Permit, shall be a violation of Section 30-106 of the Code of the City of Roanoke (1979), as amended.

(18) An approved Public Assembly permit is conditioned upon the issuance of all other required permits, if applicable (e.g. ABC permit).